

GARDEN COTTAGE PROGRAM

Updated: February 9, 2021



*Permit-Ready Accessory
Dwelling Units*



OVERVIEW

*Town of Danville
Garden Cottage Program*

- **What** is the program.
- **How** does it work.
- **Why** is it offered.





WHAT ARE GARDEN COTTAGES

*Also known as
Accessory Dwelling
Units (ADUs)*

accessory dwelling units

carriage house

granny flat

in-law unit

second unit

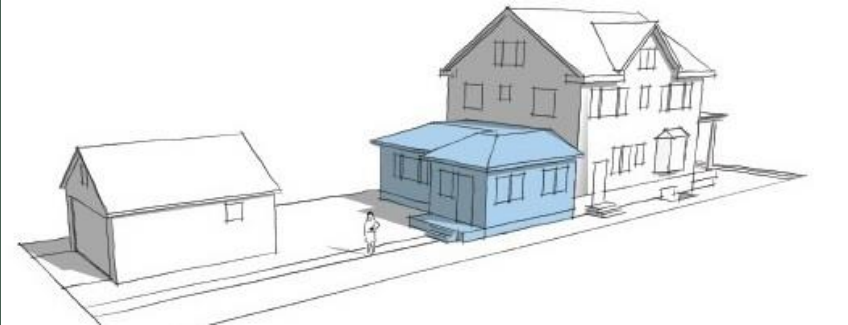
casitas

*As versatile as its
many names*

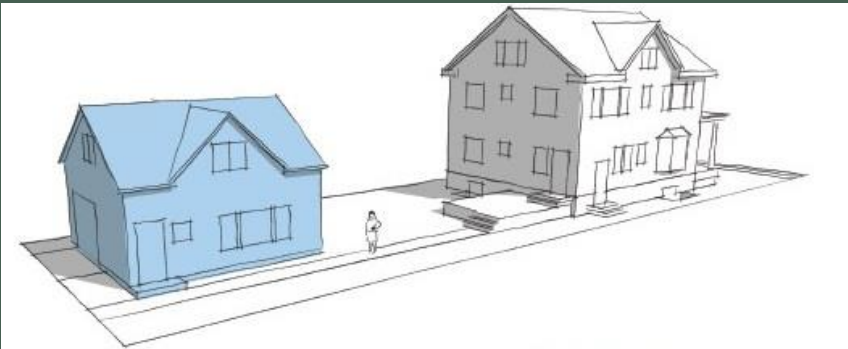


ACCESSORY DWELLING UNITS

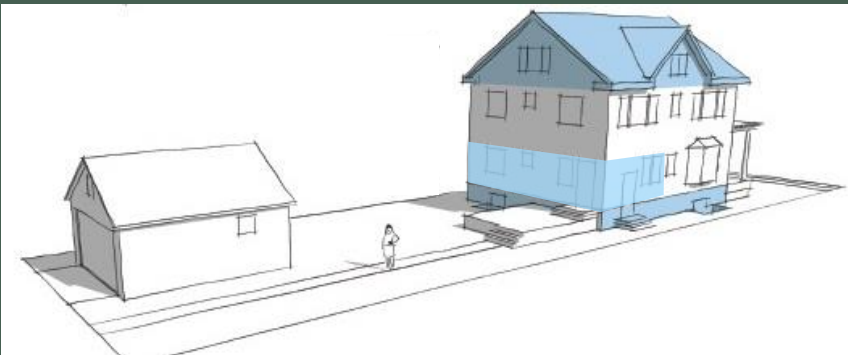
An independent living unit located on the same property as the primary residence



Attached ADU: A unit that is attached to (but separate from) the primary home, usually with a separate entrance.



Detached ADU: A unit that is physically separate from the primary home, usually in the backyard.

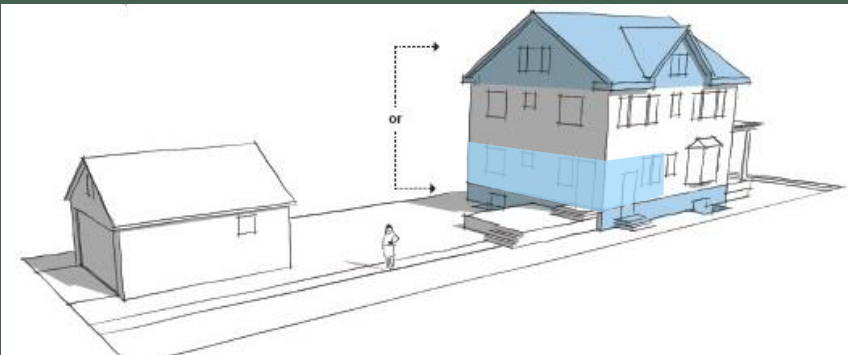
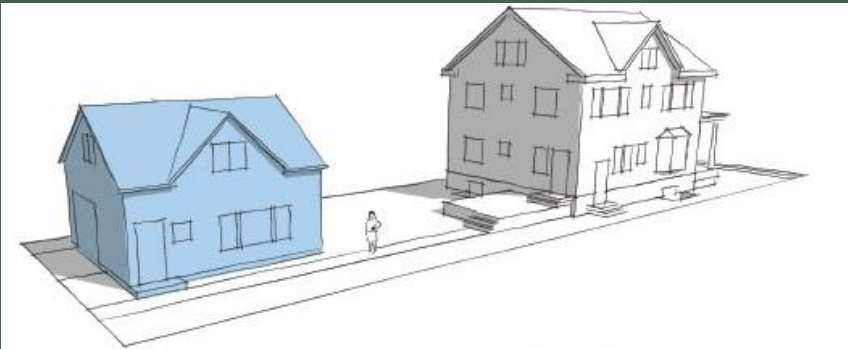
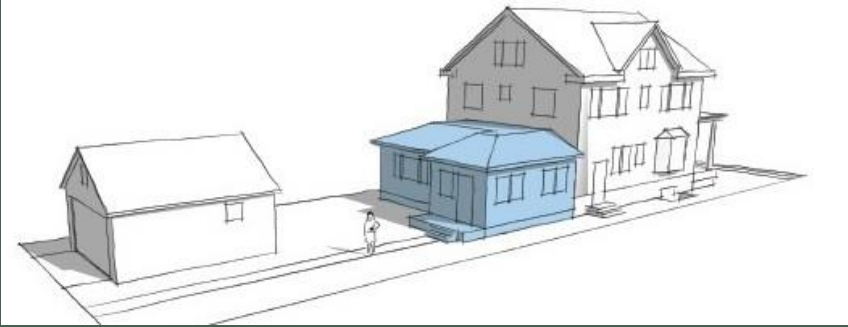


Junior ADU: A unit (≤ 500 SF) that is converted from an existing space within the primary residence such as a room, attic, basement, attached garage, etc.



ACCESSORY DWELLING UNITS

An independent living unit located on the same property as the primary residence



Detached ADUs are the focus
of Danville's **Garden
Cottage Program**



WHAT IS THE PROGRAM

Free, Downloadable, Permit-Ready Plans

- **3 sizes:** Studio, 1-Bed/1 Bath, 2-Bed/1.5 Bath
- **3 styles:** Mediterranean, Craftsman, Contemporary
- **Pre-approved** (structural, electrical, energy, etc.).
- **Expedited** permit process.

2 BED, 2 BATH (1000SF)



CRAFTSMAN



CONTEMPORARY



MEDITERRANEAN



HOW DOES IT WORK

Step 1. Review Property Requirements

- Minimum setbacks, maximum size, rental restrictions, etc.
- Comprehensive checklist available: danville.ca.gov/ADU

Step 2. Select Your Preferred Unit

- *Size:* Studio, 1-Bed/1-Bath, or 2-Bed/1.5-Baths
- *Style:* Craftsman, Mediterranean, Contemporary

Interior or exterior design customization subject to fees agreed upon separately with designer.

Step 3. Gather Application Documents

- *Prepare* Site Plan, illustrating proposed ADU location
- *Gather* all other required documents (see checklist)

Step 4. Submit Application

- *Expedited Process:* Non-customized pre-approved ADU plans (5 days)
- *Standard Process:* Customized ADU plans (10 days for first review)



HOW DOES IT WORK



GARDEN COTTAGE CHECKLIST SUBMITTAL REQUIREMENTS

DEVELOPMENT SERVICES

This hand-out lists items that are required from the applicant as part of the Garden Cottage application submittal process. Please use the following checklist to assist you in preparing your plan.

Item	Additional Details
<input type="checkbox"/> Select Garden Cottage Size	<input type="checkbox"/> Studio 640 SF <input type="checkbox"/> 1 Bed/1 Bath 840 SF <input type="checkbox"/> 2 Bed/2 Bath 1000 SF
<input type="checkbox"/> Perform a Site Survey	Not required for all projects, an engineer or architect can help you determine if this is required
<input type="checkbox"/> Vicinity Map	Attach Separately
Information Required for Submittal	
<input type="checkbox"/> Plot Plan	Click here to review plot plan requirements Applicants may need to consult with appropriate design professionals to prepare a site plan.
<input type="checkbox"/> North Arrow	
<input type="checkbox"/> Scale	
<input type="checkbox"/> Site Address	
<input type="checkbox"/> Lot Size	
Planning Division Information	
<input type="checkbox"/> Zoning	
<input type="checkbox"/> Property Lines	
<input type="checkbox"/> Setbacks	
<input type="checkbox"/> Right of way and curb location	
<input type="checkbox"/> Easements	
<input type="checkbox"/> Existing and Proposed Topography	
<input type="checkbox"/> Average Lot Slope (%)	%
<input type="checkbox"/> Floor Area of Primary Residence	square feet
<input type="checkbox"/> Floor Area of Garage and Other Accessory Structures	square feet
<input type="checkbox"/> Lot Coverage	
<input type="checkbox"/> Height of Structures, Fences, and Retaining Walls	Provide elevation of unit Show existing and proposed heights

Garden Cottage Checklist

Engineering Division Information		
<input type="checkbox"/>	Grading (if applicable)	Applicants will need to consult with appropriate design professionals to prepare any necessary grading plans.
<input type="checkbox"/>	Area of New Impervious Surfaces	square feet
<input type="checkbox"/>	Area of Replaced Impervious Surfaces	square feet
<input type="checkbox"/>	Stormwater Intake Form	
<input type="checkbox"/>	Permanent Stormwater BMPs Designed	
<input type="checkbox"/>	Geotechnical Evaluation	
Building Division Information		
<input type="checkbox"/>	Utility Location	
	<input type="checkbox"/> Water Connection _____ feet <input type="checkbox"/> Gas Connection (Isometric) _____ feet <input type="checkbox"/> Electric _____ feet	- Distance from connection to ADU - Calculations for meters/lines - Process work order for new meters
<input type="checkbox"/>	Electrical Load Calculation	Verify existing panels are adequate and provide the size of the new panel for ADU
<input type="checkbox"/>	Installing New Meter?	Contact your utility provider ASAP
Contact Outside Agencies with Complete Plans		
<input type="checkbox"/>	San Ramon Valley Fire District	Required if the primary residence has fire sprinklers
<input type="checkbox"/>	San Ramon Valley Unified School District	Provide an embossed receipt to verify payment of school impact fees
<input type="checkbox"/>	Contra Costa County Central Sanitary District	Required for ALL Submittals
<input type="checkbox"/>	Contra Costa County Environmental Health Department	Required for properties on Septic
Compile Documentation for Submittal		
<input type="checkbox"/>	Print 3 full sets of plans on 24"x36" pages or Compile a pdf document per the Electronic File Format Guidelines	For in-person applications For electronic applications (not eligible for expedited review)
<input type="checkbox"/>	Register for Citizen Self Service Account	www.danville.ca.gov/CSS if applying online
<input type="checkbox"/>	Complete the Hold Harmless Statement	Located on Sheet A1 of Plans
<input type="checkbox"/>	Schedule an appointment to submit your plans or Submit your application electronically (not eligible for expedited review)	Call (925)314-3330 for in-person applications Online Permit Instructions

Each project is unique and may have site-specific conditions. Town staff will be able to assist you with the application process and advise if additional approvals are required. For permitting assistance, call (925)-314-3300.

WHY IS IT OFFERED

Reason #1: Market Demand



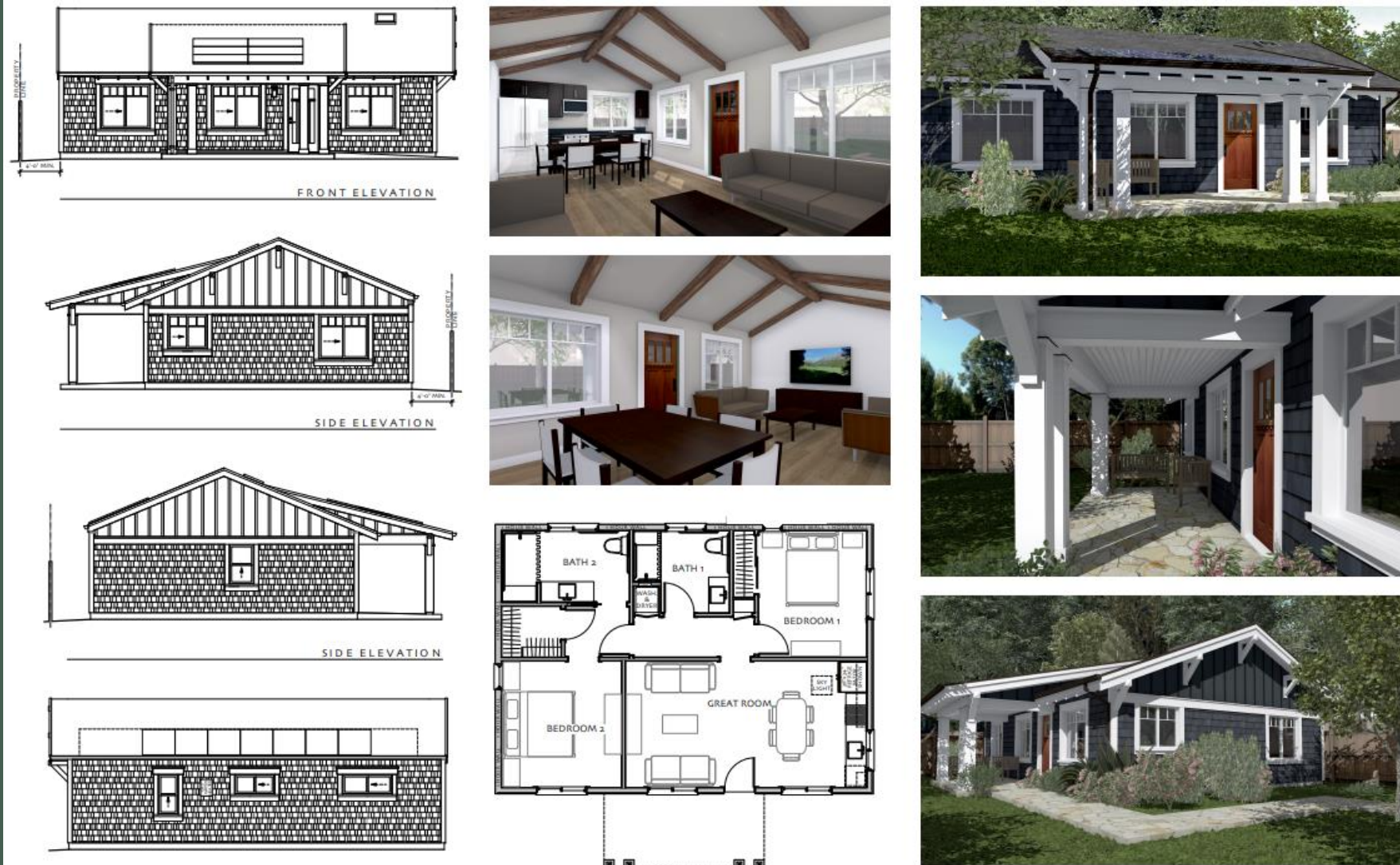
WHY IS IT OFFERED

Reason #2: Complies with new *State ADU Law*, the Danville Way



WHY IS IT OFFERED

Reason #3: Complies with *State Housing Law* (enacted 1969), the Danville Way



PROGRAM TIMELINE

Month	Activity
January 2020	Release RFP/Q for design services
February - March 2020	Review proposals, select designer(s), negotiate contract
March – May 2020	ADU Plans: Conceptual design (35% plans)
May - July 2020	ADU Plans: Working drawings (90% plans)
August 2020	Program Launched



THANK YOU

More Information: [*danville.ca.gov/ADU*](https://danville.ca.gov/ADU)